

## **Management Services Division**

**Shawn Sible, Director**  
**(517) 336-6139**

The Management Services Division (MSD) oversees many of the department's business functions and activities. The division is responsible for purchasing goods for the Michigan State Police, including trooper uniforms, badges, and other related equipment. Many of these items are warehoused and distributed at the request of the work sites. Specialized equipment and services are also purchased for various divisions within MSP, including Homeland Security and the Forensic Science Division.

The division is also responsible for overseeing all State Police facilities, including maintenance, property management, leases, and office design. Carpenters, mechanics, and equipment operators are available to oversee the smooth operation of all MSP facilities.

The Management Services Division is comprised of three sections.

### **Administrative Section**

- Provides leadership for the division
- Director serves as the Administrative Officer for the department
- Establishes business policies and procedures for the department
- Provides MAIN security administration for the department
- Oversees the Records Retention program for the department
- Oversees the Notary Public Application and Appointment Process

### **Acquisition and Distribution Services Section**

- Manages the department's fleet
- Responsible for all purchasing for the department
- Oversees the department's tailor shop, providing alteration services to all enlisted officers
- Provides mailing services to the department
- Responsible for the department's distribution center and quartermaster, providing uniform items and police equipment for enlisted officers
- Manages department's print shop, providing special printing needs to numerous work sites throughout the state
- Maintains fixed asset inventory for the department
- Coordinates claims against the state for lost and damaged possessions

### **Property Services Section**

- Provides property management activities for the department
- Provides maintenance, including mechanical, electrical and carpentry services
- Manages capital outlay projects for new construction
- Manages building leases for the department
- Oversees office design and furniture layout
- Coordinates the salvage program for the department
- Coordinates Hayworth furniture orders